

Class Code 4919/Exempt  
Position Title Program Manager  
Working Area Branch - Library Services  
Effective Date March 21, 2003



## **JOB DESCRIPTION**

### **Scope**

Professional, administrative, and supervisory work directing the operation of a branch library.

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Develop, plan, and direct the activities of personnel assigned to the branch library. Select and submit orders for books and other library materials for processing and approval by Collection Development staff. Initiate and effectively recommend for final approval by the department director, hiring, termination, performance evaluation, disciplinary and/or commendatory action for assigned personnel. Supervise and train professional and support staff as necessary. Perform professional librarian work in the promotion, circulation, and reference use of library materials. Submit regular and special statistical, management, and other reports as required. Recommend policy and procedural changes related to branch administration. Resolve or initiate action to resolve complaints of library patrons. Perform other duties as assigned or as may be necessary.

### **Minimum Qualifications**

#### **Knowledge and Skills**

Thorough knowledge of established principles, practices, and methods of library science and administration, including general reference, classification, cataloging, circulation, selection of appropriate materials, and collection development. Considerable ability to plan, direct, and organize the activities of subordinate staff. Ability to establish and maintain effective working relationships with others. Ability to prepare comprehensive reports and present ideas clearly and concisely in both oral and written form. Ability to communicate effectively both orally and in writing. Skilled in applying the principles, practices, and methods of Library Science and administration. Skilled in the use of library automated systems and cataloging systems. Must possess and maintain a valid Florida Driver's License.

#### **Education**

Master's Degree in Library Science from an accredited American Library Association college or university and five (5) years' professional librarian experience, with three (3) years of experience in a responsible administrative or supervisory capacity in a public library.

*A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

### **Working Conditions**

The work environment for this position is in an office setting. Most duties are performed sitting at a desk, table or workstation. Incumbents are required to shelve books and perform some heavy lifting. Incumbents in this classification have regular exposure to radiant and electrical energy found in an office environment.